



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

May 10, 1996

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 96-6**

TO: All Offices

SUBJECT: Training, Registration and Conference Fees

With the changing technology in the workplace, there is an increasing need for specialized employee training and attendance at seminars and conferences to keep our workforce current. Typically, these training needs are unique to each office. Therefore, the authority for approving these requests is delegated to the office director, unless such training involves out-of-state travel, in which case, the requirements in Office of Administrative Services Letter No. 1-6 must be followed. Costs for training will be charged to the respective office.

The following shall be used in approving and obtaining payment for training.

Civil Service Sponsored Training Classes

- Enrollment for Civil Service sponsored training classes will continue to be processed by the Office of Administrative Services. A memorandum identifying the training and the employees nominated should be approved by the office director and then submitted to the Personnel Office for processing. Payment for Civil Service training courses should be processed by the office through the direct voucher process using comptroller object code 6160. A copy of the voucher and the Civil Service invoice should be submitted to the Fiscal Management Division.

Other Specialized Training, Seminars and Conferences

- A memorandum identifying the training, seminar or conference and the employees attending should be approved by the office director for payment purposes.
- To process payment, costs should be entered as a direct voucher using comptroller object code 6160. A copy of the voucher and the memorandum with the office director's approval should be submitted to the Fiscal Management Division.

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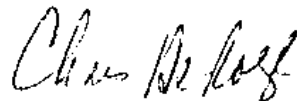
For purposes of this advisory memorandum, refer to Office of Administrative Services Advisory Memorandum No. 96-4 for a definition of an authorized office director.

Distribution of Memorandum

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your office responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to Larry Murray at 37-31000 and Howard Pizzo at 33-51557.

Your cooperation and adherence to this procedure is appreciated.

A handwritten signature in cursive script, appearing to read "Chris DeRose".

Chris DeRose, Acting Director
Office of Administrative Services